

JOB DESCRIPTION

JOB TITLE: Director of Administrative Services **GRADE:** 23

JOB CODE: 1103

DATE: 3/20/95

GENERAL FUNCTION: Under the administrative direction of the Director of the local health department performs moderate to complex administrative activities that support the operation of the local health department. The administrative activities may include: budget preparation, review and revisions; patient reporting system (patient information, environmental, and other applications) support; medical records training; personnel recruitment, interviewing and selection. The incumbent may act on behalf of the director when the director is absent from the agency.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Prepares the annual budget, does budget revisions and monitors the budget to keep director advised of financial status throughout the year.

Oversees the accounting and internal control procedures of the health department.

Prepares annual program plans by compiling and analyzing statistical and administrative data.

Directs the patient reporting system(s) through: understanding requirements of the patient reporting system, training appropriate staff on data entry and system utilization and the computer applications; supervising personnel who utilize the system(s) to ensure appropriate data entry and accuracy.

Develops and recommends departmental policies related to administrative support activities for the operation of the local health department programs/services.

Supervises the billing and collection of monies to ensure receipt of revenues for services rendered.

Oversees medical records by keeping informed of all documentation changes and trains staff accordingly. Assists professional staff in auditing medical records to ensure that documentation meets requirements. Keeps informed of reporting requirements

Works with third party payers for billings and accounts payable according to billing procedures and regulations.

May act as director in the absence of the Director.

Assists director with personnel administration activities such as advertising and recruitment of employees, interviewing and making recommendations concerning applicants, interpreting and applying merit system regulations, assuring employee performance evaluations are completed, and working with worker's compensation and unemployment insurance benefit claims, and overseeing

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the payroll system.

Interprets various laws and regulations applicable for implementing administrative activities.

Attends various meetings at the local, regional, and state level to represent the agency in both programmatic and administrative/financial matters. Shares information updates with appropriate staff through training sessions, staff meetings or other means.

Prepares and negotiates appropriate contracts with private, public, and corporate vendors

Reviews program and/or financial reports to monitor progress in meeting service and program goals and status of revenue expenditures.

SUPERVISION RECEIVED: Policy direction only. Incumbent sets virtually all objectives and goals.

SUPERVISION EXERCISED: Supervises other administrative personnel. In consultation/collaboration with the Director, sets performance goals and objectives.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Minimum Education, Experience, and Training Requirements: Bachelors degree from a college or university with a major in business administration, public administration or closely related course work.

Four years of experience in a professional administrative, management or business capacity that would include responsibility in financial management activities, personnel administration, policy review and development

Masters degree in the field may substitute for one year of the required experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.